



MANAGED RISK MEDICAL INSURANCE BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	MANAGED RISK MEDICAL INSURANCE BOARD	RELEASE DATE:	Tuesday, May 22, 2007
POSITION TITLE:	Assistant Director for Health Care Reform Evaluation	FINAL FILING DATE:	Tuesday, June 5, 2007
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 5,970.00 - \$ 7,580.00 / Month	BULLETIN ID:	04122007_7

POSITION DESCRIPTION

The Assistant Director for Health Care Reform Evaluation reports to the Executive Director, is a high-level staff specialist, and serves as a member of the Executive Team. The incumbent is responsible for:

- Keeping the Board, CHHS Agency, Governor's Office staff and MRMIB management fully informed of the status of each Health Care Reform (HCR) proposal's components and its impacts. (HCR will result in the formation of new public insurance programs, major re-organization of existing programs, including the transition of nearly a million Medi-Cal enrollees to MRMIB programs, and establishment of a Rewards and Incentives program.)
- Representing the Executive Director and the Board before Governor's Office Staff, CHHS Agency staff, the Legislature, stakeholder groups, industry leaders, and other State departments.
- Evaluating HCR proposals for feasibility, operational viability, fiscal impact, and implementation barriers.
- Negotiating and consensus-building.
- Facilitating work group meetings with policy-makers in government, industry, and advocacy groups.
- Providing consultation and technical assistance related to existing State health care programs.
- Disseminating information.
- Managing HCR projects.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as

defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Understands and champions the mission of MRMIB and the priorities of the Administration as they relate to health care reform.
- Strong background in health policy with knowledge of health care reform initiatives around the country. Knowledgeable of California's public health programs.
- Demonstrated ability to plan strategically, set realistic and measurable goals, and balance sound judgment with innovation in developing complex and varied programs.
- Possess excellent analytical and critical thinking skills and continuously evaluates options and issues as new information is acquired.
- Strength in communicating complex and/or sensitive information in both oral and written formats, including testifying before public bodies such as governing boards and legislative committees.
- Ability to work in consultation with policymakers within and outside of MRMIB at various State departments, CHHS Agency, the Administration, Legislature, Congress, and other stakeholders to ensure HCR policy decisions are based on clear understanding of options.
- Excellent facilitation and negotiation skills and ability to build consensus in diverse groups. Experience working with task forces or work groups.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Director for Health Care Reform Evaluation**, with the **MANAGED RISK MEDICAL INSURANCE BOARD**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Applications received without the Statement of Qualifications will not be accepted.
- Applications postmarked, personally delivered, or received via interoffice mail after 5 p.m. on the final filing date will not be accepted.

Applications must be submitted by the final filing date to:

MANAGED RISK MEDICAL INSURANCE BOARD, Human Resources

1000 G Street, Suite 450, Sacramento, CA 95814
Julia McLean | (916) 323-4138 | jmclean@mrrib.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MANAGED RISK MEDICAL INSURANCE BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>